

THE NATIONAL SECRETARY

Volume III
Number III

Published October, January and April by
The National Association of School Secretaries

April
1938

OFFICERS

LOUISE H. HENDERSON, <i>President</i> Cassidy School, Philadelphia, Pa.	MARGARET KERNAN, <i>Vice-President</i> Salem, N. J.
BELLE KUEHNY, <i>Recording Secretary</i> Los Angeles, Calif.	EUNICE C. BOUNDS, <i>Corres.-Sec'y.</i> Wilmington, Del.

ALICE TEEGARDEN, *Treasurer*
Dayton, Ohio

EXECUTIVE COMMITTEE

ALVINA CARROLL, Washington, D.C.	EVELYN KNOFF, San Antonio, Tex.
HELEN M. DEAN, Portland, Oregon	ETHEL SPENCER, Detroit, Mich.

Editor

MINA STOVALL BURNETT
Board of Education
San Antonio, Texas

Publicity Chairman

ALVINA CARROLL
Board of Education
Washington, D. C.

Advertising Manager

MARGARET KERNAN
Board of Education
Salem, New Jersey

Membership Chairman

BELLE KUEHNY
1055 North Fairfax
Los Angeles, Calif.

A Message of Encouragement

FROM EMERSON H. LANDIS

Superintendent of Schools, Dayton, Ohio

ONE of the outstanding meetings of the American Association of School Administrators, held last month in Atlantic City, was the luncheon of the National Association of School Secretaries. It is indeed a commendable fact that an organization so young has been able to take such a prominent place, nationally, in the minds of the School Administrators.

The secretary in a school system occupies a very unique position. Especially does her position call for tact, intelligence, convictions, good common sense, deep personal loyalty, technical knowledge and a type of professional skill not always found in those who think they would make good secretaries. On the personal side, neatness, courtesy, good manners and kindness are most important.

It is the business of the school to try and find and bring out the good that is in young people and to turn youthful energy and spirit into useful channels. This offers constructive opportunities for the school secretary to assist in the training of pupils for useful citizenship. A good school secretary reflects the character, policies and ideals of the administration and acts as a shock absorber for the administrator.

I want to assure the association of my deep and abiding interest in its welfare and to wish you continued success.

President's Message

WITH spring comes new growth and the urge to do. Seeds that have lain dormant for a long time burst forth. The whole world is alive and growing. There could be no more appropriate time to turn our thoughts toward the growth of our Association. Let's cultivate the seeds that we have sown and nourish them till each bears fruit.

When we realize that the seeds sown by less than 30 persons present at our organization meeting have yielded 1,500 members, we feel much encouraged, but we are conscious that if each one of our present members, and that means YOU, would be responsible for getting one new member our membership would reach 3,000 by May 1st. I say May 1st because the allotment given each state with a membership of fifteen or more, toward the expenses of a delegate to the annual convention, is prorated on the basis of membership that date.

What can we offer these prospective members? First, and to my mind foremost, is the opportunity to know their fellow workers in all sections of the country. Second, is the chance to be informed about conditions in other systems. Our magazine which is published three times a year establishes this close contact. Third, by being a member, each person is helping to build a powerful organization which will bring the position of the school secretary to the foreground so that tenure, retirement and an adequate salary schedule can be attained. Surely these gains would more than compensate for the \$1.00 dues. Let me quote from letters received from two of our members. The first writes, "I do appreciate your letters and think that I shall benefit more than my dollar's worth by being a member of the National Association of School Secretaries." The other member writes, "I am glad that you asked me to join the

Association as I am finding the work of a school secretary rather unusual but very interesting, and I will enjoy reading and hearing about others in this work." These letters are characteristic of many that are received both by me and by the state chairmen.

Once in a while a person says, "I do not see how I can attend your Conventions, therefore it would be useless for me to join." In any national organization there are a comparative few of the members of the organization who can attend all the conventions, but this does not prevent them from being active workers in the organization. As you know our meetings are held in different sections of the country each year thus affording all members the privilege of attending at some time. If you think and plan you will find it is not so difficult to attend some of our conventions. Plan your vacation around the meetings. We can assure you the most profitable and enjoyable vacation you have ever had. If you do not know any one else who is attending you will get acquainted from the minute you register at our headquarters.

With these values to offer it should be an easy matter to secure several new members. Each week I receive one or more letters from secretaries saying they have just heard about our association and want to know how they may become members. Contact other secretaries in your system or in the systems adjoining yours. If you know secretaries in distant cities write them or write friends for the names of secretaries in their city. You will enjoy the results of your efforts. You will not only be helping our Association to grow, but you will be having a part in its development. The more active workers we have the more success we can attain.

We are publishing the names of the state chairmen. Help your chairman to

lead in percentage of members from your state. If you live in a state without a chairman volunteer to serve in this important capacity. You will be repaid many times over by the interesting contacts you will make.

Start immediately—secure at least

one new member before May 1st.

Thank you for your splendid cooperation.

I shall look forward to meeting many of you at our meeting in New York in June.

LOUISE H. HENDERSON.

State Chairmen of Membership, 1937-38

Alabama

Mrs. Minnie Pitts
Board of Education
Birmingham, Alabama

Arizona

Agnes Holt
Co. School Supt. Office
Bisbee, Arizona.

Arkansas

Alethia Allen
Board of Education
Little Rock, Ark.

California

Dorothy Adams Silance
1055 N. Fairfax
Los Angeles, Cal.

Colorado

Fern Bloom
Ashland School
Denver, Colo.

Delaware

Florence Megginson
Board of Education
New Castle, Del.

District of Columbia

Jane Luchs
Central High School
Washington, D. C.

Florida

Selma Ridder
Board of Education
Tampa, Florida

Georgia

Mrs. Virginia W. Mulder
Gordon School
Atlanta, Georgia

Indiana

Ruth Zimmerly
Central Senior High
Muncie, Indiana

Iowa

E. Deloit Romig
Harding Junior High
Des Moines, Iowa

Kansas

Grace Jacobs
Board of Education
Great Bend, Kansas

Louisiana

Adele Kansas Gordon
Board of Education
New Orleans, Louisiana

Maine

Carrie B. Stahl
Board of Education
Portland, Maine
Portland, Oregon

Maryland

Mrs. Estelle Leatherman
Board of Education
Frederick, Maryland

Massachusetts

Miriam Summers
Greenfield High School
Greenfield, Massachusetts

Michigan

Ethel Spencer
Board of Education
Detroit, Michigan

Minnesota

Marion Hankey
Business Department
Board of Education
Minneapolis, Minnesota

Nevada

Lillian E. Esden
Board of Education
Reno, Nevada

New Hampshire

M. Elizabeth St. Onge
Board of Education
Nashua, New Hampshire

New Jersey

Margaret Kernan
Board of Education
Salem, New Jersey

New Mexico

Loraine Simmons
Board of Education
Silver City, New Mexico

North Dakota

Laura Warner
Agricultural & Training
School
Park River, N. D.

Ohio

Mrs. Thelma Clarke
Horace Mann Jr. High
Lakewood, Ohio

Oklahoma

Mrs. Zola Burnett
Guymon High School
Guymon, Oklahoma

Oregon

Helen Dean
Edison-High
Portland, Oregon

Pennsylvania

Elsie Sines
Muhr School
Philadelphia, Penn.

Rhode Island

Gladys E. Read
Pawtucket Senior High
Pawtucket, Rhode Island

South Dakota

Luella D. VanDusen
Board of Education
Rapid City, S. D.

Tennessee

Mrs. Ann Boss
Board of Education
Chattanooga, Tenn.

Texas

Mrs. Elizabeth Trail
Mark Twain Jr. School
San Antonio, Texas

Utah

Anne Critchlow
Board of Education
Salt Lake City, Utah

Vermont

Harriette M. Wheeler
Burlington High
Burlington, Vermont

Virginia

Mrs. J. Blanche Thurston
3400 Patterson Ave.
Richmond, Virginia

Wisconsin

Evalin Dopke
Jefferson School
Milwaukee, Wisconsin



KEEP AMERICA OUT OF WAR

By Josh Lee

Senator from Oklahoma

Today the earth is literally trembling under the tread of marching feet and the very air is surcharged with war.

Although I do not believe in enlarging the Army and Navy to a point where they might become aggressive, I do firmly feel that this country must, at all times, maintain a sufficiently large force to insure adequate defenses. I also believe that we should immediately enact legislation which will "take the profits out of war," as a further move toward "streamlining" our defensive machinery and to promote peace, as far as this country is concerned, at the same time.

With this in mind, I introduced into the United States Senate during July of last year, a bill (S. 2911) "to promote peace and the national defense through a more equal distribution of the burdens of war by drafting the use of money according to ability to lend to the Government."

This bill which I have introduced provides that in case of war of sufficient moment to call for an increase in the

military establishment by draft of men, the President shall take a census of the wealth of the nation and shall require every individual to buy taxable, low rate war bonds in proportion to his net wealth. This apportionment is graduated in a manner somewhat similar to the graduated income tax, laying the heaviest burden on those with the most wealth.

It is my belief that this bill coupled with certain provisions of S. 1331 introduced by Senators Nye, Clark, Bone, Vandenberg and Pope, following the munitions investigation, will be a tremendous strike in taking the profits out of war. Each bill applies to a different form of profits. The bill introduced by the Munitions Investigation Committee is a fine-tooth comb tax bill intended to comb all of the profits resulting from war out of all business. However, it does not and cannot reach the profits resulting from financing the war; that is, the profits on tax exempt war bonds, the profits of high-interest rates, the profits resulting from the discount of war bonds by those financially unable to hold them, and the profits resulting from inflation due to war which changes the value of the dollar to the advantage of the purchaser of war bonds.

None of these profits can be reached by a tax system because these profits result from tax-exempt bonds. It is estimated that we have already paid 12 billions of dollars interest on the war bonds and none of this tremendous interest can be recovered by taxes, but a selective draft of capital as provided in S. 2911 will prevent profits from financing war. Therefore, a combination of these two proposed laws will actually take the profits out of war and equalize the burdens of war as near as it is humanly possible.

At the first sub-committee hearing of the Senate Military Affairs Committee, which was held on my bill during the week of February 23, the Treasury, War, and Navy Departments all sub-

mitted unfavorable reports on the measure.

The Treasury Department advised that the measure is not practical, because of the difficulty of defining wealth. That objection is about as thin as soup made from the shadow of a pigeon's wing that died of starvation. It is easy enough to define wealth if we want to, just as it was easy for the local boards to determine which boys ought to go in the first call and which ones ought to go in the second call. Every man has to define his wealth before he can get a loan at a bank. He has to submit a financial statement listing his assets and his liabilities and no one raises the question of defining net wealth.

Then again the War Department said it was opposed to the bill because war to be successful must have the support of the people, and if we have the support, there will be no difficulty in raising the money. Why isn't that same argument just as good against the conscription of men? War to be successful must have the support of the people, and if it has the support of the people there will be no difficulty in raising an army by the hit and miss method of the voluntary system.

The World War taught us that the only fair, and just method of raising an army of men was by the selective draft, and by the same token, the only fair and equitable manner of financing war is by a similar selective draft of dollars.

The present plan does not mean raising one dollar more in the aggregate than would be raised anyway to finance a war. It does mean that whatever amount is called for will be raised by an orderly, legal and just method based on the ability of each individual to lend to his Government.

Under the bill I am proposing, the same policy would be pursued as was really used during the World War, except that it would be placed on a more orderly and exact basis, and each citizen

would therefore lend to the Government only in proportion to his actual financial ability. In this way, the average man with a small amount of capital would probably be required to lend less to the Government than he did under the hit-and-miss, high-pressure system of the last war.

The Navy Department said it was opposed to the bill because there might be delay in raising money by a system instead of a hodge-podge begging campaign, but if we can take men, we can take money. If we can draft one man's services, we can draft another man's credit. If we can take one man's liberty, we can take another man's wealth. If we can take one man's life, we can take another man's capital. If we can take one man's blood, we can take another man's gold.

These form-letter objections in no way conceal the real objection back of the movement in an unwillingness to try something different, or else a desire to make property rights more sacred than human rights.

The same people who are now objecting to drafting the millionaire's wealth in case of war were perfectly willing in the last war to draft the boys and send thousands of them to their death, but now that we are considering a measure that would draft dollars as well as men, we are running into opposition because their precious dollars are too sacred to be drafted. They are personally willing for the government to take a widow's only son, her only means of support and have him spill his blood on the battlefield, but they balk when it comes to taking a portion of their wealth in order to pay for the food he eats before he is shot.

There is no question in my mind but that the passage of such a law would have a sobering effect upon those who are so willing to plunge America into war. But when the millionaire realizes that war will cost him he will oppose it unless it cannot be evaded and then he will be compelled to bear his fair share of its burdens.



MINA BURNETT

*Secretary to Assistant Superintendent
of Schools*
San Antonio, Texas

A faithful, tireless worker for the advancement of the National Association of School

Secretaries. She became an active worker soon after we organized. She served as Sectional Chairman for two years. Last year in New Orleans and this year in San Antonio she had charge of the Southern Section Meeting. Her vision, charm and gracious personality have won many friends for our Association. She puts herself into all she undertakes as is evidenced by the January issue of the National Secretary which was the first edition which she edited. To Mina we pledge our support in making her task as Editor an enjoyable one.

In addition to being Editor of our National publication, she is President of the Alamo District School Secretaries Association; President of the Texas School Secretaries Association; Third Vice-President of the Pilot Club International, San Antonio Branch; Member of the San Antonio Presidents' Council and Member of the City Federation of Women's Clubs. This is the third consecutive year that she has been chosen by the Texas membership as the official Texas delegate to the annual convention of the National Association of School Secretaries. Her training was obtained at the Tyler Secretarial School, Tyler, Texas.

LOUISE H. HENDERSON, *President*

The Hand of Friendship

*Luck take my fortune, age my years,
And I'll go blithely to the end
If I may have, through smiles and tears,
The golden treasure of a friend.*

—DOUGLAS MALLOCH

THE truth of Mr. Malloch's saying has been emphasized and has become a reality to your Editor as messages of encouragement, appreciation, and inspiration have poured into our office during these weeks from you, our friends. As one enters upon a new task of service, a task freighted with responsibility and unusual opportunities, there is always necessarily an attending feeling of inadequacy and inability to measure up to the demands and possibilities involved. In assuming the position of Editor of THE NATIONAL SECRETARY, mingled with the feeling of pride because of the honor conferred and your confidence in me, were other feelings of inexperience and the "bigness" of the job. Your messages of good will and commendation have made me realize more and more that, though the miles may separate us, there is an unseen tie of mutual interest and understanding which binds our hearts together and which like a great golden chain unites our growing membership into a perfect circle which knows no North or South, no East or West in this great Nation of ours. I am stretching out my hand today to clasp the hand of each of you in a grasp of appreciation, friendship, and good will. Cooperation is the foundation stone upon which this wonderful organization of ours has been erected and, with such cooperation as you are giving to your Editor in your contributions, your messages, your interest, the success and growth of THE NATIONAL SECRETARY is assured. Realizing as we do that the measure of a life is service, may we not all pledge ourselves anew to the aim of our Association—"To elevate the standards of our group and through organization pool our ideas and our ideals toward a finer and more efficient service to the school and to the community."

THE EDITOR

ANNUAL CONVENTION

The bright lights of New York City are beckoning you to come to the annual meeting of the National Association of School Secretaries.

Time June 26, till July 1st.

Headquarters—Pennsylvania Hotel.

Here is the opportunity to have a wonderful vacation full of fun and new friends, enriched by meetings and lectures from America's leading educators and citizens.

MEETINGS

1. Round Table Discussion—"What Constitutes the Professional Attitude of a School Secretary"?

This topic will be discussed by our own members and by professionals in the business world. One sub-topic will be—Appearance. Miss Renee Long, noted lecturer on Personality from Franklin Simons Department Store will discuss appearance. She will bring a model and show you how to dress suitably and attractively on a limited budget. An expert from a leading cosmetic house will demonstrate the office "make up." There will be many other just an interesting sub-divisions of this topic.

2. Luncheon Meeting—Pennsylvania Hotel. This will be a most interesting and worthwhile meeting. Speakers of national prominence will address this meeting.

3. Business Meeting—come with new ideas and plans for the advancement of your Association.

In addition to these three main meetings of our Association you will have the opportunity of seeing Mrs. Franklin Roosevelt preside over one of the National Association meetings, of hearing Mayor LaGuardia address the Convention in his picturesque manner, and of meeting and hearing prominent educators whose names are familiar to all.

Now for the sight seeing! There will be the chance to see and hear a national broadcast, to visit radio city and the empire state building. A trip to Greenwich Village, the Statue of Liberty, the New York Stock Exchange, Trinity

Church will be scheduled. This trip will include an informal lunch at one of the quaint tea rooms in the village. We are hoping to arrange a visit to one of the large ocean liners. You can follow your desire and visit the Metropolitan Museum, the Academy of Natural Science, the Planetarium, to say nothing of the well known department stores and specialty shops. Then you will want to see the famous hotels and attend at least one show.

Make your hotel reservations early. We have reserved a block of rooms with twin beds and bath at the Pennsylvania Hotel at the rate of \$6.00 a room, \$3.00 a person. Write immediately to Miss Anne Buckman, Public School 190, Brooklyn, New York, if you desire one of these rooms, giving her the name of the person with whom you wish to share the room. Tell her when you expect to arrive and how long you expect to stay. These rooms are very much in demand as this is the Headquarters Hotel for the N. E. A. Convention.

Plan now to be in New York City from June 26, to July 1.

LOUISE H. HENDERSON

TRANSPORTATION

We are establishing a transportation bureau to aid our members. It is our hope that in the course of time this service can be quite completely developed. At present we shall have to progress slowly.

Miss Helen Dean, Edison Boys High School, Portland, Oregon, is Chairman of this committee. Write Miss Dean—

1. If you are contemplating driving to New York City and you want some paying guests to drive with you. Outline your trip and the cost to each person.

2. If you want to be a paying guest.

3. If you live near the main through highway and have a room you would like to rent to members for a nominal amount.

It is our hope that this service will enable many members to attend the convention at a much reduced rate.

DELEGATES TO THE NEW YORK MEETING

The Executive Committee has set aside \$300 from the treasury of the National Association to help defray the expenses of delegates to the annual meeting of our Association to be held in New York City in June. This money will be prorated on the basis of membership as of May 1, 1938, taking into consideration the distance from each state to the convention city. Only states having a membership of 15 or more are eligible to receive a share of this allowance. While there is no limit to the number of delegates a state may send, an expense allowance from the National treasury can be made to only one person in each state.

If your state has not already selected its delegate to this meeting, it has been suggested that it be done according to the following plan: Each state chairman should appoint a committee of five persons, including herself, whose duty it shall be to nominate two or more delegates to be voted upon by the entire membership of the state. It is suggested that this nominating committee which the state chairman appoints shall be representative of all sections of the state and shall include the president of the State Association in those states having such an organization. In case the State Chairman's name appears on the ballot, we suggest that she designate some other member of the committee who has not been nominated as a delegate to receive the ballots. It is to be understood by all nominees that if elected they will attend the convention for the entire session irrespective of the amount of money allotted.

In most instances the allowance from the National treasury will be small and will need to be supplemented by additional funds. Many states are now raising money for this purpose.

State chairmen have already received the above instructions and are urged to see that all delegates are elected and

that their names are sent to the Delegate Chairman not later than May 1.

EUNICE C. BOUNDS
Chairman of Delegate Committee
Board of Education
Wilmington, Delaware

STATE REPRESENTATION AT THE ANNUAL MEETING

See to it that your state is represented at the annual meeting in New York City. In selecting a delegate bear in mind the persons who have contributed the most toward the growth of our Association in your state. If possible see to it that your State Chairman is one of those selected. She has served you faithfully, and she will be in a position to advance ideas and suggestions at the business meeting held in New York City. We hope to have a meeting of all state chairmen. Be sure your state is represented.

LOUISE H. HENDERSON

Edward E. Babb & Company, Inc.

PHILADELPHIA BOSTON

Established 1885

A COMPLETE LINE OF SCHOOL SUPPLIES

Including

**Schoolroom Furniture
Playground Apparatus
Duplicating Supplies**

**VISIT OUR NEW OFFICE AND
DISPLAY ROOM**

3304 Arch St. Philadelphia, Pa

Dele-
1.

nittee

TING

epre-
New
bear
ontri-
ch of
pos-
rman
erved
posi-
tions
New
eting
your

b
:
ON

es
ND
Pa

retary

PUT your income and your savings beyond the reach of sickness, accident, and personal quarantine. Follow the example of teachers who rely on Educators to protect *their* salaries. Get the advantages of this low-cost income insurance designed for secretaries.



See what Educators Mutual will mean to you :

- \$25.00 weekly—up to 52 weeks—while you are confined by sickness (\$10.00 the first full week).
- \$12.50 extra weekly up to 8 weeks of hospitalization.
- \$25.00 weekly for accident which totally disables you;
- \$10.00 per week if it is partially disabling.
- \$25.00 weekly for the full period of personal quarantine.

NSA8
Educators Mutual A. & H. Association:

Please send me all the features of your low-cost income protection for school secretaries. This request does not obligate me.

Name.....

Address.....

School.....

The above benefits are based upon annual dues of \$30.00 plus a first year's membership fee of \$3.00. Educators Mutual offers you proportional benefits for annual dues of \$15.00 and first year's membership fee of \$3.00.

Be wise. Guard your most valuable possession—your income. Send this coupon today.

EDUCATORS
MUTUAL A. & H. ASSOCIATION
BENEFICIAL ASSOCIATION
LANCASTER, PA.

THE EASTERN STATES CONVENTION

It is a journalistic impossibility to record the success of the Eastern States Meeting. Attendance at this convention afforded secretaries the opportunity to grow with the times, to meet those whose names are in the limelight of the educational world as well as in the life of the nation, to participate in a program for the advancement of our position, and in addition, to enjoy the fellowship afforded by contacts with secretaries from other school systems in various states.

Atlantic City, the World's Greatest All-Year Resort, was convention city to the National Association of School Secretaries on February 26 and 27. The long stretch of unbroken Boardwalk promenade, facing the gently sloping expanse of beach and the unlimited space of the great Atlantic Ocean, form a unique boundary line for this city of metropolitan hotels, fine restaurants, big stores, and varied shops.

Haddon Hall was official headquarters for the various meetings and social functions. Charm, beauty, and good taste were evident everywhere.

Many secretaries registered Friday evening, which afforded an excellent opportunity for meeting old friends and making new acquaintances. Greetings and introductions pervaded the atmosphere, setting the pace of good fellowship and light-heartedness for the entire week-end. The ocean's mighty roar was a boisterous welcome and a constant reminder that we secretaries were meeting in Atlantic City!

Small breakfast parties arranged by individuals started the activities for Saturday, and the morning was left entirely free for the secretaries to enjoy the boardwalk attractions and ocean. The Convention Exhibit on the main floor arena of the Atlantic City Auditorium drew many interested secretaries. It was an inspiration and challenge for perfect work for the secretaries to see the many office aids and supplies.

"Food for thought" was provided at

the business meeting at two o'clock Saturday afternoon, and important business items were "digested." Manner of selecting delegates, and topics for discussion at the New York convention in June were discussed, and the group waxed enthusiastic in the thoughts presented and the ideas exchanged.

The Atlantic City Association of School Secretaries entertained the visitors at an informal tea held at the Madison Hotel between four and six o'clock. Amid soft strains of music emitting from a violin and piano duo, the guests were charmingly received, and a delightful fellowship hour ensued. A young artist sketched profiles and a gypsy fortune teller amused the secretaries by reading fortunes from tea leaves.

The reception given by our Association to superintendents, members of boards of education, and other administrators, held in the Benjamin West Room at Haddon Hall, was outstandingly delightful and successful. Superintendents and secretaries mingled socially, enjoying the skit written and enacted by the Philadelphia secretaries, which depicted a morning in the life of a secretary in a clever, humorous manner. Dr. Charles B. Glenn, President of the American Association of School Administrators, and members of their Executive Committee, assisted in receiving at the Reception. Our Association was particularly pleased with this manifestation of approval and cooperation of this Department. After refreshments were served, the secretaries and guests were invited by the hotel to enjoy their entertainment and dancing in the ballroom.

An informal breakfast for local and state presidents, state chairmen, and any others who cared to join them, on Sunday morning at 9:00 o'clock, was scheduled.

The Rutland Room, Haddon Hall Hotel, was the scene of the Luncheon Meeting on Sunday at one o'clock. Prominent educators applauded the efforts of the secretaries and encouraged

future growth of the Association. Such outstanding educational leaders as Mr. Willard E. Givens, Executive Secretary of the National Education Association, Dr. Louis Nusbaum, Acting Superintendent in Philadelphia, Pennsylvania, Mr. Vierling Kersey, Superintendent in Los Angeles, California, Dr. S. M. Stouffer, Superintendent of Wilmington, Delaware, Senator D. Stewart Craven, President of the State Board of Education in New Jersey, Dr. Frank W. Ballou, Superintendent of Washington, D. C. Schools, Dr. Sidney Hall, State Superintendent of Instruction in Virginia, and Dr. Frank Cody, Superintendent of Schools in Detroit, Michigan, extended greetings. The address of welcome was given by Mr. H. H. Young, Secretary and Business Manager of the Atlantic City Schools. The roll call by states answered by representatives from approximately 25 states in the union was an encouraging note in the general success of the meeting. The Honorable Josh Lee, United States Senator from Oklahoma, in his own inimitable style, delivered the main address, and those of us who heard him were inspired to heights of service and a new appreciation of the finer things of life... His speech was acclaimed by many superintendents to be the best they heard during the entire convention.

This luncheon meeting concluded the program and it was with a great deal of regret that we departed.

I would like to definitely impress upon the members of the Association who were unable to attend that our group received splendid recognition all around—our meetings were listed in the Official Program of the School Administrators, and we were honored with the presence of outstanding and prominent school men at most of our functions.

Particularly do I wish to announce that much of our success can be attributed to the charming personality and executive ability of our president, Miss Louise H. Henderson, who so ably represented us. Miss Henderson was on the program at the Friendship Dinner

on Wednesday evening, as one of six people to bring "Words of Wondrous Wisdom," and she served on the Executive Committee of the Testimonial Dinner in honor of Rear Admiral Richard E. Byrd, which affair was sponsored by educational, cultural, professional, scientific, and publishing groups on Thursday evening.

The intent of this article will be lost and meaningless unless it is accepted as an invitation and a challenge to attend and participate in the next convention of the National Association of School Secretaries to be held in New York City in June!

ESTELLE B. LEATHERMAN,
Maryland Chairman, N.A.S.S.

THE SECRETARY PLAYS A ROLE

If you did not see, you no doubt heard about the clever humorous skit depicting a morning in the life of a school secretary which was presented at the Atlantic City reception given to the Superintendents. The Philadelphia Secretaries were the actresses and each played her role with the naturalness and ease of a professional. The authors were Mrs. Corinne Sproul and Miss Elsie Staehle, both Philadelphia secretaries. If you would like to have a copy of this skit to be acted at your local or state association meetings, write to Mrs. Corinne Sproul, Dunlap School, Philadelphia for a mimeographed copy.

To those who wrote and acted this skit we say "Thank You." Do it again.

THE FRIENDSHIP DINNER

"I've been to London," I reflected after attending the Friendship Dinner for it was an amazing experience. How I wish all of you might have been there! Since that was not possible, I've been asked to tell you about it.

The Friendship Dinner, as you know, was held on Wednesday evening during the convention of the American Association of School Administrators in Atlantic City. Planned by that very estimable gentleman, Dr. Charles B. Glenn, president of the Association, it proved to be one of the highlights of

the convention and its success paid tribute to him and his administration.

The occasion was indeed impressive. Twenty-eight hundred educators assembled in that vast auditorium, breaking bread together, pedagogy and business put aside, for an evening dedicated to friendship. It was a reassuring and heartening spectacle in these chaotic times. The spirit of fellowship and good will was rampant throughout that entire company and extended not only to speakers and guests but to those who served and entertained us as well. Here and there, groups of guests raised their voices in song as troubadours wandered among the tables playing their favorite selections and an orchestra provided a musical background throughout the dinner. The Atlantic City Kiwanis Band-table entertained with a pleasing medley of college songs and the Detroit Schoolmen's Chorus sang three classical numbers in the style which has made them so popular.

Seated at the speakers' table were outstanding representatives in the field of educational endeavor. Our own president occupied a place of honor at the left of President Glenn who presided in his characteristically gracious manner. The speakers were introduced by that genial, story-telling toastmaster, Dr. Willis A. Sutton, of Atlanta, Georgia, and while they maintained the goodwill theme, their comments were of a humorous nature, although "Jim-mie" Gheen injected some sound philosophy. Included in "Folks We All Know," expounding "Words of Wisdom," were Florence Hale, radio director from New York, who in her inimitable style reported events a la Winchell; Dr. Frank Cody, of Detroit who spoke "with authority" of "The Ladies;" and Louise Henderson who painted such

a pleasing portrait of the administrators "As Seen by Our Secretaries" that she won the audience for herself and for school secretaries in general. Sincerity of purpose was so skillfully implied and the recognition accorded us so charmingly acknowledged by our president (not without humor) that she gained the admiration of all. We are fortunate in such representation. Comments, then and since, indicate the concensus of opinion is that the secretaries "stole the show."

Impressions from the dinner are various. One of our Detroit administrators liked Mr. Gheen's suggestion that education was the cure for many of our present day difficulties and, hence, educators might wisely confine their endeavors to that subject, foregoing active participation in other affairs. Dr. Cody thought the dinner important because it "got outside the academic field entirely and was evidence of real friendship and goodwill." To me, a secretary, the occasion held special significance. It indicated progress in our struggle for recognition, the establishing of goodwill with the administrators, and their acknowledgment of a non-teaching group as a specialized department and a contributing factor in the administration of education. Our participation in the program evidenced their confidence in us and imposes on us a responsibility, namely, by our service and our conduct, to merit such faith. These accomplishments and opportunities have been made possible only by organized effort through the National Association of School Secretaries. I'm proud to be a member, aren't you?

ALMA M. CLEMENT, President
Detroit Association of School
Secretaries

As Others See Us

We have received so many lovely letters from administrators and our own members that we wish space would per-

mit us to print parts of all of them. We want to take this opportunity to publicly thank each and every one who

wrote us. We are printing the following excerpts to give you some idea of what folks thought about our Eastern States meeting.

"I assure you that it was a pleasure for me to participate in your program which I think is worthy of commendation." Frank W. Ballou, Superintendent of Schools, Washington, D. C.

"Ever since my return from Atlantic City it has been my intention to write you a note of congratulation on the wonderful success of your meeting." J. H. Binford, Superintendent of Schools, Richmond, Virginia.

"I am taking this opportunity to express to you my deep appreciation of the privilege of being the guest of your association while I was in Atlantic City. I do not know of any meeting which I enjoyed more than the one with you people." Sidney B. Hall, Superintendent of Public Instruction, Virginia.

"The association is doing a splendid piece of work and I want to assure you of my very sincere interest in what you are doing and hope that if at any time I may be of service to you that you will not hesitate to call on me." A. J. Levy, Former President of the Board of Education, Dayton, Ohio.

"Our men enjoyed your meetings very much. They enjoyed the skit especially and thought it very true to life." Charles E. Bacon of Allyn and Bacon Company.

"It was a great pleasure for me to be with you and to enjoy your excellent program." S. M. Stouffer, Superintendent of Schools, Wilmington, Delaware.

It may interest you to know, too, that in the broadcast at the end of the American Association of School Administrators Convention, in which the "highlights" of the meeting were given, the school secretaries were again given recognition.

ELECTION

Section 3, Article IV of the Constitution of the National Association of School Secretaries, as amended July, 1936, provides that

"The President, Corresponding

Secretary, and Treasurer shall be nominated in the even numbered years and the Vice-President and Recording Secretary in the odd numbered years. There shall be the same number of nominees for Corresponding Secretary that there are for President, and there shall be at least one nominee for Corresponding Secretary living in or near the city in which each nominee for President lives. Two of the members at large shall be nominated in the even numbered years and two in the odd numbered years."

It will be necessary, therefore, that we hold an election prior to the annual meeting. Members, or groups, are requested to present the names of desirable candidates who would be willing to serve, with a brief resume of their qualifications, to the Chairman of the Election Committee by April 25. The Election Committee will give careful consideration to the qualifications of all candidates. Nominations will be made in writing and mailed to each member of the organization by May 15, 1938. Names of other candidates may be written in.

All ballots must be completed and returned to the Chairman by June 15, 1938. The results of the election will be announced at the annual meeting of the Association to be held in New York, June 26 to 30, at which time the new officers shall be installed.

EVELYN KNOFF, Chairman
Election Committee, N. A. S. S.
S. A. Board of Education
San Antonio, Texas

PUBLICITY

The ready response received from the press in the Capital City and the Convention City relating to the Eastern States Conference of the National Association of School Secretaries held on February 26—27 is greatly appreciated by our organization. An item relating to the program arranged for this convention, including the events planned and the names of the speakers, was sent to all of the leading cities in the Eastern States for release during February.

DO YOU WANT

TO SAVE MONEY?

By reducing construction cost of new schools without sacrificing standards, quality, capacity or efficiency.

TO SAVE SPACE?

By dual use of classrooms and assembly halls without adding to existing schools.

TO SAVE MAINTENANCE?

By reducing the annual cost of heating, lighting, repairs and janitor service in new or existing schools.

DESKOR CHAIR CONVERTIBLE UNITS

Will Do All This



Submit your construction or seating problems to

DESKOR CHAIR SALES CORPORATION
7 WATER STREET BOSTON

Through the assistance and cooperation of the editors of some of the educational magazines an interesting account of this convention has been included.

M. ALVINA CARROL
Chairman of Publicity

A SONG IS BORN

The National Association of School Secretaries has its own song. The words were written by Miss Mary Tweedale, one of our own members who has marked ability in writing verse. The music was written by her principal, Dr. John Waldman, a musician, of considerable note and an outstanding principal who has always openly acclaimed the value of the school secretaries.

We are deeply appreciative of the time and thought which went into this song. When you hear it you will be impressed by the feeling of exuberance which it creates.

Dr. Waldman has promised to come to our annual meeting in New York in June and lead this song.

O. Vogelbach and Associates, Inc.

Engineering Consultants

Complete Design and
Maintenance Service
Rendered

650 BROADWAY

Newark, New Jersey

'The Pause that Refreshes'



San Antonio Coca-Cola
Bottling Co.
G. 4256 123 La Fitte

Our Floor Brushes are cement set and pegged, and are therefore guaranteed that you may use them in oily and damp places as well as keep them near a radiator or other warm place and the bristle will not fall out.

Samples will be submitted upon request. When requesting samples, please state within what price range you are interested, and how long the bristle should extend from the block.

RALPH L. GORKER
1308 N. WESTERN AVENUE
CHICAGO, ILLINOIS

Listening In

We are fairly bursting with news from North, East, South and West, as we go to press. If we are unable to print everything in full that has come in, you will know it is from lack of space. We are always glad to hear from new organizations and are counting on the old ones to carry on. As this will be the last copy of the National Secretary until fall, save all your interesting news and send it to me—we shall be glad to use it later.

FLORENCE R. STUBBS
Exchange Editor

SECRETARIAL ASSOCIATION— LOS ANGELES CITY SCHOOLS

This thriving group in Los Angeles now reports a total membership of 318 members. This is divided into seven sections and meetings are held by sections as well as the entire group.

The February meeting was a fashion show held in the auditorium of Polytechnic High School on Tuesday evening, February 8, 1938. The models were girls employed by the Board of Education.

"Through the thoughtfulness of Mr. Travers and Faye Bloomquist, a class on "Telephone Personality" was conducted by Miss Blais of the Telephone Company. Those who attended felt that they were well rewarded for the time spent there. What does the little word "courtesy" mean to you? If we are courteous and use "the voice with the smile" over our telephone, how much more interesting our work could be and certainly how much more pleasant for the one at the other end of the line."

The above was taken from the News Letter of the Los Angeles Group and seemed so worthwhile that we are passing it along, thinking that it may be used in some other cities for our members who are anxious to improve their telephone technique.

The March meeting will be a joint meeting held either the second Tuesday

or the third Wednesday of the month. There's always something doing in California!

SCRIBA—PASADENA, CALIFORNIA

Scriba has had a busy year with many worthwhile projects chalked up to their credit. A Telephone Technique Course, Community Chest, Christmas Family, Nautical Night, and Professional Night have all occurred during the current school year. The last event was a Pot-Luck Dinner held at the Social Hall at P. J. C. on Thursday, February 24, 1938.

We think you will enjoy the jingle which appeared in the latest bulletin of "Scriba."

SCRIBBLE PENS

(To the tune of "Jingle Bells")

Join us in our song,
Make it good and strong,
Help to swell the chorus
As we gaily trill along.
Banish all your cares,
Settle in your chairs,
We have no time for grouchers
At our Scriba Club affairs.

Chorus

Scribble, pens! Scribble, pens!
Always heed the rules.
Oh! what fun it is to work
For the Pasadena Schools.
Pound the keys! Balance books!
There's no end to work,
But we are loyal Scribans
And we're never known to shirk.

Words by Irene Strickler

DENVER, COLORADO

The Clerks and Secretaries Association in Denver is looking forward to the big event of their year when they will hold a card party and fashion show at the Denver Dry Goods Co., on Thursday evening, April 7, 1938. Last year \$225.00 was cleared on this project and they are hoping to do equally as well this year. It is given primarily to raise money to send delegates to the National Convention and the lucky ones this year

will have the thrill of a trip to New York City as well as all the interesting features of a national convention.

Sometime in May will come the final meeting of the year which will be a luncheon and the election of officers for the coming year.

WASHINGTON, D. C.

From Washington comes a new News Bulletin containing information about the Clerical Assistants' Association and we shall copy for you the clever introduction with which it made its first appearance:

"Today, a brand new 'publicaysh'

Doth breathe the breath of life
It burst upon a cruel world

All fraught with grief and strife.

"And since we, too, are struggling

To eke out an existence

Let's give this baby bulletin

Our very best clerks' assistance."

JULIA TURNBULL

Statistical Office

On January 11, fifty members were in attendance at the meeting which was a most interesting one with Mrs. Henry Grattan Doyle as guest.

The Spring Dinner Meeting will be held on Thursday, April 7, at the Manor Club, and will be something to look forward to by all our members.

FLORIDA

The Florida Association of School Secretaries has issued a most interesting pamphlet containing news from the five districts which have recently been organized in this state. The president of this group is Miss Selma Ridder of Tampa, Florida, and the magazine which came out in January carries every promise of an enthusiastic and forward-looking organization.

A luncheon meeting is being planned for March 25, 1938, in Tampa, when there will be speakers and installation of new officers, followed by a Round Table Discussion. This meeting will be held in conjunction with the annual meeting of the Florida Education Association and we are sure a most interest-

ing time will be had by those members who attend.

We should like to quote the following foreword in the magazine which was prepared for use in the Journal by Colin English. "A school secretary fills a very important position in any county in the State. On the secretary necessarily rests much of the responsibility for accuracy, which is so essential to the successful school program. In every instance, the school secretary's position should be filled by a qualified person; that is, by a person who is reasonably familiar with the issues and problems facing the schools today; who knows school needs; who realizes the significance of accuracy; and whose scholastic attainment is sufficient to enable her to interpret properly all problems with which she comes into contact. Unless each secretarial position is properly filled with such a qualified person, an efficient school program is almost impossible. The Association of School Secretaries should stress, among other

Science Laboratory Supplies

FOR

Chemistry, Physics, Biology
and General Science

●
**CHICAGO
APPARATUS
COMPANY**

1735-43 N. Ashland Avenue
CHICAGO, ILLINOIS

things, the importance of trained personnel and of a professional outlook for all members of the group. I feel that this organization is in a particularly strategic position to contribute materially to the raising of standards, especially for positions that are filled in the future, and for improving the professional outlook for those already employed in secretarial positions."

The above states our ideals and our aims so well that I felt it was well to quote it in its entirety. Our congratulations to the Florida Association!

MAINE

The Maine School Secretaries Association group has just put out a new bulletin giving news from the grand old state of Maine and we wish them luck in their new undertaking. There are so many interesting items in the March number that your editor wishes it might all be copied, but space forbids. The slogan of the National Association—SERVICE, RECOGNITION, INFORMATION AND FELLOWSHIP—is one which this group thinks should be adopted by every state association and we think this an excellent suggestion.

The following should also appeal to all of us: "The secretary should seek to grow, not only professionally but personally as well, if she is to be distinguished from the other office furni-

ture in the minds of the powers that be. Charity and some other things begin at home, and while we aim to improve in performance of duty, we must not neglect the equally important pursuit of personality power." And then to quote from "The Care and Feeding of Hobby Horses" comes this message which is food for thought: "Without ardent and individual tastes the roots of our being are not fed. For developing personal power it is well, therefore, to cultivate interests unconnected with official work. From it we ordinarily carry off a note of distinction lacking in those whose lives are too tightly organized."

We shall look forward with interest to other bulletins from Maine!

MASSACHUSETTS

The Massachusetts Association of School Secretaries has held several meetings during the year. The first one in October, was a luncheon meeting in Boston with 117 members present. The guest speaker was Mr. William J. O'Keefe, former Supervisor of Research and Statistics of the State Department of Education.

A very successful Tea was sponsored by the school secretaries of western Massachusetts in Springfield, and more of these affairs are being planned for

THE MOST USABLE Ready-Reference Dictionary

MACMILLAN'S MODERN DICTIONARY

Attractively priced

More than 100,000 words and phrases including the most recent additions to the language from all sources; more information in all fields; newest spellings, meanings, pronunciations.

Order from your bookstore or from the nearest office of

THE MACMILLAN COMPANY

New York Boston Chicago
Dallas Atlanta San Francisco

the spring months as a means of creating good fellowship and mutual understanding among the members in the various districts.

Round Table Discussions proved very popular at the December meeting and more of these were planned to take place during the year.

Miss Miriam L. Summers is president of this association and although it is a fairly young organization, members are full of enthusiasm for the future and hope to build a strong and firm foundation for better understanding and efficiency.

MARTHA CAPLIN
Framingham, Mass.

BOEOEA—MINNEAPOLIS, MINN.

We know what the above letters represent, but we have often wondered how it is pronounced! Just in case some of you are wondering, we believe we are right in saying it is "Board of Education Office Employees Association." Well, anyway, the BOEOEA's held a dinner meeting on Thursday evening, February 24, 1938, at the Minnesota Union, and from the glowing announcements which preceded it, we feel sure that it proved to be a grand success.

We should be glad to know more of the doings of this group in Minnesota.

NEW JERSEY

Last November a group of school secretaries, meeting in Atlantic City in connection with the Teachers' Convention, formed the New Jersey Association of School Secretaries. This organization is really an offspring of the National for it was the Vice-President and New Jersey Chairman, Margaret V. Kernan of Salem, who made the arrangements. On the first of December we had thirteen members and today we have nearly three hundred.

At the present time we have pending in our legislature a bill that will provide after the expiration of a three year probationary period, security of position for all secretaries and clerks employed in the school offices. This bill has al-

ready passed the House of Assembly and we hope it will soon pass the Senate and become a law.

During the Eastern Sectional Meeting of the N. A. S. S. in February our executive committee held a conference and voted that the money allotted to us by the National for the expenses of a delegate to the June meeting should go to the national state chairman because she has worked longer and harder than any of us in the interest of the National.

We expect that the meeting in June will serve as a medium through which our members may become better acquainted with the N. A. S. S.

VIRGINIA A. HALSEY,

President, New Jersey Association
of School Secretaries

DAYTON, OHIO

The Miami Valley Chapter of the National Association of School Secretaries, made up of school and administrative secretaries in Dayton and surrounding communities, holds regular dinner meetings on the second Monday

STENOGRAPHER'S TRANSCRIPTION REFERENCE

By W. BRIANT HOBSON

A ready reference book that contains the answers to hundreds of questions met by the stenographer or secretary in her daily work. Arranged in concise outline form with just enough reading matter to quickly identify the information wanted. Covers punctuation, English, the mechanics of letters, division of words, and a great store of other valuable information.

LIST PRICE, 60c

The Gregg Publishing Co.

New York Chicago San Francisco
Toronto London Sydney

of each month. We have been very fortunate in having splendid speakers at each of our meetings this year, and have heard interesting travel talks on England and Scotland, China, Ancient Cities of the World, and Sweden. Last November we were hostesses to the Secretaries' Section of the Central Ohio Teachers Association. This luncheon meeting was well attended by secretaries from various towns and cities in central Ohio. Our national president, Louise Henderson, was the speaker. The officers of our local organization are Bessie von Engeln, President; Mildred J. Markwick, Secretary.

LAKEWOOD, OHIO

The Lakewood School Secretaries Association has begun its second year with all but two of the clerical employees as members of the group. Our president, Grace Luman, is also the state membership chairman. The remaining officers include Thelma H. Clarke as vice-president, Jean Guyer as secretary, and Grace E. Marshall, treasurer.

With the aid of our capable president we are trying to see that most of our group become affiliated with the National Association as well. At present we are making plans to entertain our superintendent, principals, and Board officials at a dinner so that they may come to know and better understand our organization as a whole.

VERA MERCK
Publicity Chairman

OKLAHOMA

The Secretaries in Oklahoma held a luncheon and business meeting in Oklahoma City on Saturday, February 12, at the time of the Oklahoma Education Association meeting. Secretaries from many cities in the State were present and a most interesting program was held, with several speakers who were present at the convention giving messages to this new group. The complete program was carried in the January issue of our magazine. A State organization was formed at this meeting. Mrs.

Zola Burnett of Guymon was elected President and delegate to the National Convention in New York City, both by acclamation. Other officers are: Mrs. Glenna Killian, Oklahoma City, Vice-President; Grace Dillard, Guthrie, Secretary. Mr. Clyde M. Howell, Secretary of the Oklahoma Education Association, was elected Honorary Member. We should like to hear more from Oklahoma of the progress of various groups in this State and shall appreciate further news from you.

TENNESSEE SCHOOL OFFICE ASSISTANTS ASSOCIATION

This Association will hold its second annual luncheon-meeting in Nashville, April 15th, at the time of the Tennessee Education Association meeting.

Our program chairman, Miss Evelyn Davis, President of the Knoxville Association of School Secretaries, has secured outstanding school superintendents to appear on our program. Superintendent Ernest Ball of Memphis will address the group. His subject is "Looking Forward." Others on the program are Superintendent Harry Clark, Knoxville and Superintendent W. A. Bass, Nashville. A number of other school superintendents will be guests of the Association.

This year, throughout our state, school secretaries have been given recognition by school superintendents and education associations. We can boast of the following associations: our State Association; two local chapters, Hamilton County Association of School Secretaries, and the Knoxville Association of School Secretaries; a department in the East Tennessee Education Association; a department in the Southeastern Tennessee Teachers Association; and a department in the Middle Tennessee Teachers Association; and a department in the Middle Tennessee Teachers Association. Much interest and enthusiasm is being shown in the associations and we hope to have 100% membership in our state association at the end of this year.

Recently the Executive Committee of

the State Association with Miss Josephine Warfield Love of Chattanooga, as Chairman compiled, through the cooperation of county and city superintendents, a directory of school office assistants in Tennessee. There were 192! **Approximately forty percent of our city and county departments of education do not have office assistants!** The superintendents in these small cities and counties perform the duties of superintendent and office worker. They do not have enough revenue for an office assistant!

One of the objectives of our association is to help these superintendents secure additional revenue to remedy this serious handicap in their educational work. Once they are released from office routine, they will have more time to devote to the program of education being carried on in Tennessee. We have had a promise from our state commissioner of education that he will gladly cooperate with us to bring this about. Of course, we know it will take time but eventually it will be accomplished.

Tennessee school secretaries had two guests at the Atlantic City luncheon for School Secretaries, February 27th. There were Arthur L. Rankin, Superintendent of Hamilton County Schools, guest of the Hamilton County Association of School Secretaries, and Harry Clark,

Superintendent of Knoxville Public Schools, guest of the Knoxville Association of School Secretaries. They enjoyed this contact with the National Group and were enthusiastic about the progress being made by the National group. They brought to their respective local chapters a very helpful message that will benefit us greatly.

We are now looking forward to sending a delegate to the National meeting in June.

Very cordially yours,
ANN P. BOSS,
President.

TEXAS

Saturday, March 19, the Alamo District School Secretaries Association held its annual luncheon at the time of the Alamo District Teachers Association meeting, in the Pan-American Room of the Gunter Hotel in San Antonio. Mr. Oscar E. Miller, Principal of Horace Mann Junior School, was the guest speaker. Mrs. Helen Alexander, program chairman, presented a delightful musical program, including vocal selections by Mr. S. Ozell Murdock, Deputy State Superintendent of Schools and National Committeeman of Education by Radio. Following the luncheon a business meeting was held at which time

U...the New UNDERWOOD MASTER



With this crowning achievement of the typewriter leader of the world Underwood continues to lead the field. It is another reason why there are more Underwoods in the schools of America than all other makes combined.

Typewriter Division
**UNDERWOOD ELLIOTT
FISHER COMPANY**

One Park Avenue New York

WORLD'S LARGEST MANUFACTURER OF TYPEWRITERS

the Constitution and By-Laws were read and approved. Mina Burnett was unanimously elected official delegate to the New York convention in June. Others chosen to represent San Antonio are Helen Alexander, Alene Johnson and Elizabeth Trail. Plans were discussed for a game party to held in the Crystal Ballroom, Plaza Hotel, May 4, to help defray expenses of the delegates to the convention. Arrangements were also made for a benefit dance and style show at the Gunter Hotel Roof the middle of May, with a group of our secretaries playing the role of models.

The theme of Mr. Miller's address was "The Upbuilding of your Profession" and I would like to quote the following excerpts which I am sure will be of interest to all secretaries: "We are living in a day of specialization and specialization calls for organization.

This organization is not only limited to industrial and commercial fields but to the professional which includes the organization of secretaries." "One of the best ways to build up a high standard of the secretarial profession is through a cooperative organization. The burden of raising these standards should be the responsibility of **everyone** connected with the profession and should not rest upon the shoulders of a few." "We get out of a thing only what we put into it and nothing worth while is handed to us on a 'Silver Platter'." "To build up a real profession, it takes people with 'backbones'.

HAZEL PHILLIPS

Publicity Chairman

WISCONSIN

An important business meeting of the Milwaukee School Secretaries Association was held on Thursday evening, February 24, in the Wisconsin Avenue School. The topic under discussion was "Cumulative Sick Leave" and the speaker was Mrs. Meta Berger who has rendered such valuable service to this association.

ADVERTISING RATES

The NATIONAL SECRETARY is published three times a year—October, January and April. For the year 1938-39 the following rates, per issue, are quoted:

1. An entire page, outside back cover, 4 7/8" x 7 3/4"—\$30.00
2. An entire page, 4 7/8" x 7 3/4"—\$25.00.
3. A half page, 4 7/8" x 3 3/4"—\$15.00.
4. A quarter page, 3 3/4" x 2 3/4"—\$10.00.
5. A reduction of \$5.00 is given, at this time, if you wish to give us your advertisement for the three issues.

It is our aim to have this publication interesting and helpful to our members and profitable to our advertisers.

We appreciate the support our advertisers have given us and we urge you to patronize them, and to mention this magazine at the time. You can further help by having your issue read by as many persons as possible. If you attend conventions visit the exhibits and see the articles advertised.

I shall be happy to receive your advertising order.

MARGARET V. KERNAN

Vice-President and Advertising Manager, National Secretary Board of Education
Salem, New Jersey

Save Money

- Buy bargain textbooks, new, shelfworn, or rebound at bargain prices.
- Rebind worn text and library books for renewed service.
- Buy library books pre-bound for long uninterrupted wear in genuine **Treasure Trove** buckram covers.

Make Money

- Sell surplus textbooks and samples for cash.

Four school services, each one a distinct economy. Offices in Chicago, New York, Cleveland, Dallas, reach schools in every state.

Address all inquiries to:

Edwin Allen Company

Booksellers and Bookbinders
2249 Calumet Ave. Chicago

sub-
ary
ow-

ver,

00.
00.
00.
this
ise-

ion
and

sers
nize
the
our
ble.
bits

sing

g

,
t

-
t.
d
r
e

d

a
i-
s,

ny

o

etary



